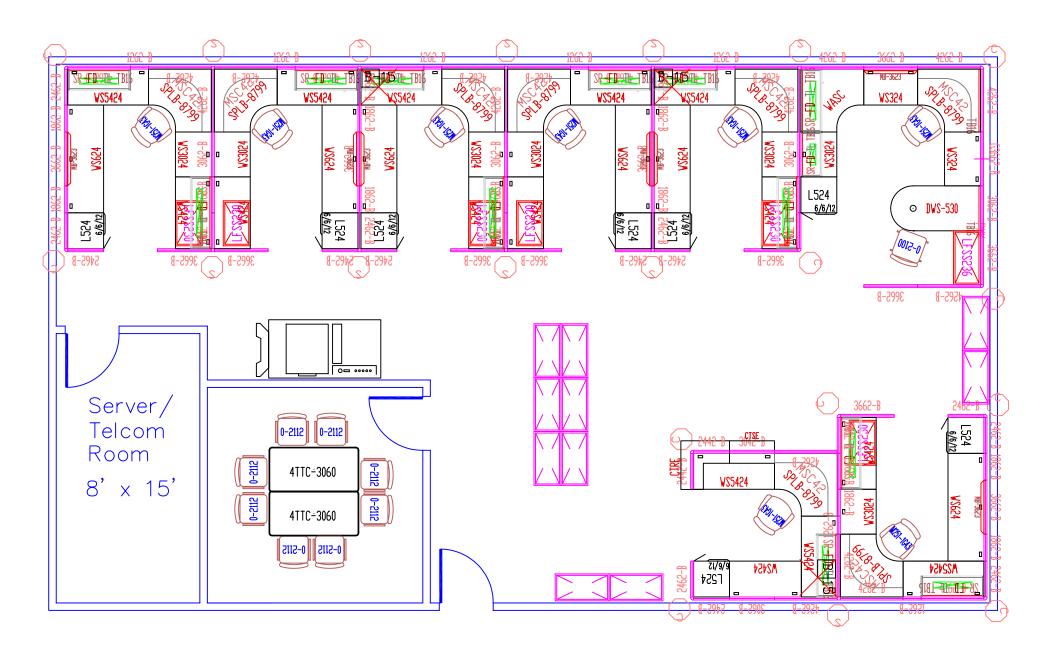
Department of Management and Budget Space Estimator (Page 2 of 4) (Must be submitted with your 618)

Special Support Area Requirements

Agency: Treasury	Co	ntact Person:				Cı	reation Date:	
Department: Treasury		Telephone:				R	evised Date:	
Location: 430 W. Allegan, Lansing, MI 48922								
						Space	Needs	
Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	×	Standard Number of Areas	Number of Areas	Total Area	Comments
Reception Area		N/A	150	х	N/A	1	150	visiting taxpayers
Service Counter/Waiting Area		N/A		×	N/A		0	riching taxpayoro
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		×	N/A	1.0	0	
Public Access Toilet Facilities		80		×	N/A		0	
		TOTA	AL PUBLIC	US	SE SPACE:	——————————————————————————————————————	150	
		1			1		1.00	
Conference & Meeting Space	Attributes	Standard Net Square	User Override		Standard Number	Number		
Conference (40+ Person)	Attributes	Feet (NSF)		×	of Areas	of Areas		Comments (Required when using User Override)
		800	N/A	×	0		0	
Conference (10-12 Person)		225	N/A	×	0		0	
Conference (6-8 Person)		150	N/A	X	0	11	150	
Conference (2-4 Person)		100	N/A	×	11	0	100	audit reviews and personnel issues
Team Work Area		120	<u> </u>	х	0		0	
	TOTAL	CONFEREN	CE & MEE	TIN	IG SPACE:		250	
Special Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Mail Area		80		Х	1	1	80	incoming/outgoing mail
Records & Storage	Enclosed file / supply storage.	100		х	0	1	100	supply and confiscated items storage
Copy / Fax Area	(1 for every 30 staff)	36	N/A	×	1	1	36	copy and faxing of taxpayer documents
Recycling Station	(1 for every 60 staff)	36	N/A	×	1		36	paper recycling
Lunch / Break Room	(Assumes 20% usage)	100		×	0		0	<u> </u>
First Aid Room		120		×	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	×	4	8	72	miscellaneous filing and large company au files
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		×	1	1	150	server and telecom
		TOTAL	SPECIAL	US	SE SPACE:		474	
	TOTAL SPECIA	_ SUPPORT .	AREA REC	UII	REMENTS:		874	



LAYOUT CONSIDERATION FOR CALIFORNIA